



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF

DAVID O. LIVINGSTON

SHERIFF - CORONER

TO: PROPERTY OWNERS/ATTORNEYS/AGENTS

SUBJECT: EVICTION PROCEDURES (Please forward both pages to the person(s) meeting our deputies on the date of lockout).

The Sheriff's Office values the safety of our civilians and Deputies; therefore notification of circumstances that may pose a safety issue is necessary. Please notify our office immediately of the following: **VICIOUS DOGS, ELDERLY TENANTS, MINORS, VETERANS, COMBATIVE TENANTS OR THOSE WHO HAVE HAD PREVIOUS CONTACTS WITH LAW ENFORCEMENT, AND BIO-HAZARDS.** If Animal Control is needed; the landlord/owner is responsible for any charges that may be incurred.

TIME FOR SERVICE:

- ✓ The Sheriff will serve a 5 day "Notice To Vacate". The eviction will take place on the first available date; excluding weekends and holidays; following the expiration of the 5 day notice.
- ✓ Notification of lockout dates will be issued by mail to the Plaintiff/Attorney/Agent.
- ✓ Deputies will contact **ONLY** the Plaintiff/Attorney/Agent no sooner than two business days prior with the lockout time. **DO NOT** give lockout dates to the tenant(s). Failure to do **MAY** result in cancellation of your eviction at our discretion.

EVICITION DAY:

- ✓ Please arrive 15 minutes prior to your lockout time. The deputies will only wait 5 minutes after the appointed time. If you are late you will need to reschedule. (*see fee schedule*)
- ✓ Be in front of the property and make contact with the Deputy.
- ✓ Be prepared to allow the Deputies entry. Deputies will not force entry, it is Plaintiff's/Agent/Attorneys responsibility to gain entry to the property. If entry cannot be gained you will need to reschedule. (*see fee schedule*)
- ✓ In the event the Deputies are late please allow 45 minutes before contacting our office. There are unforeseen circumstances that may cause a delay in their arrival (*ie. Non-compliant tenants, medical emergencies, etc*).

STAYS:

- ✓ If the tenant files a Claim of Right to Possession, Petition to Stay with the Superior Court, or a Bankruptcy a **STAY** may be enforced
- ✓ Once the **STAY** is lifted our office will reschedule the lockout for the first available date.
- ✓ It is **YOUR RESPONSIBILITY** to contact our office to obtain the new lockout date. You may contact our office from 8am-4pm, Mon-Fri at (925) 313-4204

FEE SCHEDULE:

- ✓ If the Plaintiff/Agent is a "No Show" or they are unable to gain access into the property the day of the lockout there is a \$40 fee
- ✓ If the Plaintiff/Agent cancels there is a \$40 fee
- ✓ The rescheduling/repost fee is \$80